



Westminster is a leading coeducational, Early Learning to Year 12, day and boarding Uniting Church school. We aspire to be the best school for an exceptional education, developing individuals of great character to achieve more than they thought possible. We want Westminster to have a world class reputation, renowned for a genuine focus on wellbeing, inspired by our values of kindness, resilience, mindfulness, curiosity, courageousness and inclusivity.

## POSITION DESCRIPTION

<b>Position name</b>	<b>Boarding House Nurse</b>
<b>Area of School</b>	Girls' and Boys' Boarding
<b>Employment Status</b>	Permanent Part Time, 20 hours per week during School term times.
<b>Employment Conditions</b>	<i>Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2017.</i>
<b>Key Relationships</b>	The Boarding House Nurse is accountable and reports directly to the Director of Boarding/Head of Boys' Boarding. The Boarding House Nurse will work closely with the Head of Girls' Boarding and Housemothers, Boarding Supervisors and Health Centre Nurses.

### **Position Objective:**

The Boarding House Nurse is an integral member of a dynamic team who live with and/or care for students living in the Westminster Boarding House. In collaboration with The School Health Centre nursing staff, the Boarding House Nurse will help coordinate the Boarding House's health services program based on the requirements established by School policies and procedures as well as state and federal regulations. The Boarding House Nurse will provide primary nursing and health care for students, which will include first aid, emergency treatment and ongoing holistic health care for the Boarding community.

The Boarding House Nurse recognises that health is not merely the absence of illness, rather a commitment to provide meaningful health promotion and illness prevention. Consequently, the Boarding House Nurse is responsible for supporting the Director of Boarding and Heads of Boarding in the pastoral and practical care of the boarding students. It is expected that the Boarding House Nurse will work closely with key Boarding staff, School Psychologists and other Wellbeing staff in the provision of holistic health care that reflects the mental, emotional and physical needs of the student.

The Boarding House Nurse will consolidate knowledge and skills and develop in capability through continuous professional development and experience. They will accept accountability for their own standards of nursing care, including responsibilities delegated to other boarding staff where appropriate.

### **Hours of Duty:**

The duty days will be Monday to Thursday evenings and Saturdays. From time to time, the Boarding House Nurse may be required to be on-call for emergency situations or to provide cover for Heads of Boarding absences.

### **Key Responsibilities:**

#### **1. Student Management:**

- Deliver quality assessment, treatment and referral of ill and injured students in a timely fashion on presentation in the Boarding House and /or on School Grounds as necessary.
- Provide friendly, professional and efficient services to students, Assist to educate and manage students with serious and chronic illnesses.
- Organise appointments for boarders with School Doctor/s and external specialists, as required.
- Liaise with School appointed Doctor/s to ensure all medical instructions are implemented in accordance with approved Health Care plans

- Ensure timely and accurate communication with the Health Centre Nurses, relevant staff and the parents of students in relation to their child's health and treatment.
- Inform the Director/Head of Boarding when any boarders are taken/sent to hospital or sent home for medical reasons.
- Support the liaison with School Psychologists and other Wellbeing staff regarding student mental health and well-being issues.
- Meet as required with the Heads of Boarding and Health Centre Nurses in relation to student's health and well-being needs.
- Provision of Health Risk Assessments for boarding students attending activities as part of the boarding program.
- Liaise with the School Catering Manager in relation to special dietary needs of Boarders.
- Notify relevant School offices of any absence/movement of students.
- Liaise with the Health Centre Nurses regularly providing information and updates on Boarders illness/injury/health
- Be familiar with the School's Child Protection Policy and mandatory reporting requirements.

## **2. Boarding House Health Management:**

- Assist with the maintenance of a Westminster School Boarding Medical Policy and Procedure manual to ensure safe nursing practice within the facility (including a protocol for medical and other referrals).
- In conjunction with the School Nurses, ensure appropriate controls over the dispensing of medication to students who have written consent from their parents or guardians.
- Support the liaison with Public Health authorities and the Director of Boarding regarding relevant vaccination programs.
- Assist with the Boarding House immunisation program and maintain currency and accuracy of Student Management System following immunisations.
- Ensure stocks of medications and dressings are maintained within the Boarding House
- Liaise with the Health Centre regarding preparation and availability of First Aid kits for boarding activities.
- Assist with the preparation of the Boarding House annual budget (medical/health).

## **3. Medical Records:**

- Maintain well documented records on all students who have sought a consultation in line with legislative requirements.
- Keep medical records up to date, confidential and accurate.
- Ensure the School Nurses are informed about changes to health management plans for boarding students with medical needs (ie diabetes, seizures, food allergies, asthma).
- Complete incident reports on all accidents for students presenting in the Boarding House and assist with the corrective action process.

## **4. Education:**

- Educate boarding staff members as necessary on relevant care for specific illnesses (ie allergies, administration of EpiPen).
- Support boarding staff as a resource in the area of health education.
- Work with relevant staff to develop Health and Lifestyle programs for students and staff.

## **5. Standards:**

- Refer and comply with relevant legislation relating to school nursing practice and child and adolescent healthcare.
- Advocate for and protect the rights of children and young people.
- Assist with the coordination, organisation and provide health promotion in conjunction with School Nurses
- Contribute to the maintenance of a health work and learning environment that is respectful, safe and supportive of students and whole school community.
- Engage in collaborative practice to provide comprehensive school nursing care.
- Participate in quality assurance and/or evaluative research activities within the school setting to improve student and whole of school community health solutions.
- Attend periodic mandatory training updates including, but not limited to, Manual Handling, , Drug Calculation, Mandatory Notification training, Provide First Aid training, Anaphylaxis training, CPR training.

## **6. Student relationships:**

- Maintain a caring, responsible presence with boarding students, in conjunction with the relevant Head of Boarding
- Provide pastoral care for individual boarding students
- Provide practical care and supervision to maintain the health and safety of boarders
- Assist with transport of students to appointments and co-curricular activities as appropriate.

## **7. Other Responsibilities**

- Provide relief for the School Nurses in the Health Centre and Housemother roles from time to time
- Other duties as required

### ***Key Selection Criteria: Qualifications, Skills and Experience***

- Hold registration by the Nurses Board of South Australia as a Registered Nurse and a current practising certificate with at least 3 years, full time equivalent, post-registration experience.
- Senior First Aid.
- Anaphylaxis Management Qualifications.
- Demonstrated competency in Basic Life Support.
- Previous experience ideally would include a role as a School Nurse, Accident and Emergency and/or Paediatric Nurse.
- Experience in health promotion and education, preferably in a school setting.
- Undertaken approved training in Immunisation Administration
- Understanding of the Australian Nursing and Midwifery Council ('ANMC') National Competencies for the Registered Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of professional Conduct for Nurses in Australia (2003).
- Willing to undertake the ABSA Duty of Care Certificate Course.

### ***Key Selection Criteria: Personal Qualities***

- An excellent practitioner with a successful record of working with adolescents and children, preferably in a school or other educational environment
- An understanding of the social, developmental and health needs of young children and adolescents.
- Committed to holistic student wellbeing.
- Organised and flexible, with the ability to prioritise workloads, manage multiple tasks and be proactive.
- Able to demonstrate excellent communication, interpersonal and organisational skills.
- Have appropriate knowledge and experience in working with children and adolescents, in the assessment of needs, group work, networking and referral.
- Flexible in approach to working hours and has the ability to respond immediately to a crisis
- Positive, with a personable and professional image.

### ***Safety and Wellbeing***

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and abide by all WHS policies.

### ***Conditions of Employment***

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Protection policy
- A 6 month probationary period applies